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Supersedes: April 1, 1995

96.00 Utility Accommodation
96.10 Permit Requirements
96.11 Required Information

By: Director, Bureau of Highway Operations

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A. General Policy

A utility's request to use and occupy the right-of-way cannot be considered until adequate information is provided regarding its proposed work. The amount of detail will vary with the complexity of the installation and the highway involved, but must include the appropriate permit form, drawings or sketches, and installation information so that the effect on the highway operation, traffic safety, and visual qualities can be evaluated.

B. Permit Application Forms

Utilities shall only use the single-page, double-sided, permit application forms which are made by the Department and available from any district office. Alteration of the permit form by the applicant is prohibited and shall be just cause for application rejection or permit revocation. Electronic versions of the permit form are also prohibited.

One original, **with an authorized signature**, plus four copies of the permit form shall be submitted per application to the appropriate district office(s) via regular mail, courier service, or delivered in person. The copies may be reproduced from the original. Submission of the permit forms by fax is prohibited. If the utility has an annual service connection permit, location drawings for the service may be submitted by fax or other method at least three working days prior to the start of the work. See policy 96.12 for details.

The telephone number of the applicant shall be included on each permit form.

The current permit form, EM401, is shown in appendix 96.93.

C. Permit Limits

The permit application shall include the limits (project endpoints) of all proposed work. If the utility facility extends into more than one county, a separate permit application shall be submitted for each county.

The permit authorizes only the described work of and for the applicant indicated on the face of the permit. The permit shall not grant authority for the present or future installation of any other facility.

D. Permit Drawings

Each permit application shall contain adequate drawings showing the proposed location of the utility facility within the right-of-way with respect to the existing highway or any proposed highway improvement and any existing utility facilities. The details shall include dimensions from the proposed utility installation to the commonly accepted right-of-way line and edge of the traveled way.

For highway crossings, a cross-section detail showing depth of bury or overhead clearance is required along with the location of any bore pits (if needed). A distance reference from the crossing to the nearest public roadway intersection is also required. Land ties (e.g. approximate distance from the proposed facility to side road intersection(s), county line, etc.) shall be submitted with all permit drawings.

Plat maps should be used by a utility to document location information since they are extremely useful to the Department in processing permit applications.

E. Installation Information

The utility shall provide the following installation information:

1. This information shall include, but is not limited to, a general description of the location, size, type, nature, and extent of the utility facilities to be installed or to be adjusted, and the impact on the utility's existing facilities to remain in place within the right-of-way.
2. The Department may require a utility to provide a description of proposed construction procedures, special traffic control and protection measures, proposed access points, coordination of activities with the highway contractor, or trees to be removed.
3. When an attachment to a structure is proposed, the Department shall request additional information. This information may include, but not be limited to, bridge number, weight of lines, hanger spacing, hanger details, and expansion/contraction details.

See policy 96.23 for additional requirements regarding structure attachments.

F. Metric/English Units

Although the Department is expecting to work exclusively with the Metric System in the future, English units or English units followed by their metric equivalents in parenthesis should be used on all permit forms. After the Department's formal conversion to the Metric System, this section may be changed to reflect new metric permit requirements.